

Annex e: Check List

1. Application for holding of World Championships:

The written application, to be sent to the JJIF General Secretary must contain the following:

- a. Name of event;
- b. Age group;
- c. Place and date of the World Championship;
- d. Assurances of:
 1. Strict adherence to the JJIF Statute, Financial rules, OSC, Competition and Referee Rules;
 2. Unimpeded entry into the country and participation in the World Championships for the JJIF member countries/federations;
 3. Consent of the Continental Union to the holding of the World Championship;
 4. Information about the competition site, accommodation and facilities;
 5. A guarantee (Letter of Intent) from a TV station or company that is willing to provide international signals according to the international standard free of charge to the JJIF (wherever possible)
 6. Information about financial guarantees for the World Championship.

2. Program for the Organization and Holding of World Championships:

The Organizer (NF) shall work out a detailed program which must be submitted to the JJIF General Secretary and Organizing Commission at least six months before the date of the Championship/event.

This program must contain:

a) Timetable including:

Date and place of the first joint meeting of JJIF Organization Commission and Organizing National Federation

Date of circulation of the 1st Invitation (general information) to the Ju-Jitsu National Federations by the Organizing National Federation

Date of circulation of the 2nd Invitation (detailed information) of the World Championships by the JJIF General Secretary

Date of control of all facilities needed for the World Championships by the JJIF

Date of deadline for original entries (only numbers)

Date of nomination and date of sending out invitations of the Officials by the JJIF.

Date of nomination and date of sending out invitations of the Referees by the JJIF Referee Committee.

Date of deadline for final entries (names).

Date and place of the opening of the Information and Reception Office.

Dates of arrival (JJIF Board Members, Officials, Referees and participants)

Date of control and approval of all facilities by the JJIF Board and the Organizer

Date and place of control of flags and anthems and date of opening/closing ceremonies and work of the staff rehearsal

Date and place of the control of the entries of the participating countries

Date and place of weigh-in.

Date and place of draw

Timetable for: 1) Transportation (local), b) Training hours for participating countries, c) Competition, d) Opening and Closing ceremonies, e) Prize giving ceremonies, f) Doping

control and Gender control, g) Sessions and conferences, h) Press conferences and interviews.

b) Financial plan including:

Deposit of guarantee sum to the JJIF.

Contract for TV rights obtained by the JJIF and the Organizer.

Fixing of costs for: a) JJIF Executive Members (President, General Secretary, Treasurer) and JJIF Technical Directors to be borne by the Organizer (costs of travel and stay including one day before and one day after the activities and two days before for the Sports Director and Refereeing Director), b) the JJIF Technology Specialist, c) the JJIF Medical Commissioner, d) the JJIF Anti-Doping Commissioner, e) the JJIF Media Commissioner, f) the Sports, Refereeing and Education/Advising Commissions, g) Doping control, Gender control, including laboratory tests.

c) Organization plan including:

i) Official invitation: a) Invitation letter, b) Program, c) General information concerning organization, d) World Championships regulations, e) Original entries/number (two copies), f) Final entries/names (two copies).

ii) Control of Participants: Name – Citizenship – Age – Weight – Gender.

iii) Control of the National Anthems and Flags by the Chiefs of Delegations.

iv) Draw: a) computer - JJIF approved software - printer - video projector – screen, b) room with a capacity of 40-60 individuals, c) central table with microphone for 3 individuals, d) an official table for the JJIF Executive Board Members attending the draw, e) contest system lists, f) contest drawing lists per weight category corresponding to the number of competitors, g) copy machines with sorter (high capacity)

v) Weigh-in (separate rooms for men and women): a) facilities for unofficial weigh-in (shall be opened from the arrival of the first delegation), b) official weigh-in (separate rooms of approx. 25 m²), c) 4 weighing scales (not of the spring type) of guaranteed accuracy, 1 per room and 1 scale in reserve for each room, d) one (1) table, four (4) chairs (by room), e) cloakroom where competitors can leave their clothing, f) four (4) assistants, two (2) per weighing machine (one of them able to calibrate the machine (two (2) female assistants, among the four assistants, for the female weigh-in), g) two (2) weigh-in lists per weight category, h) writing materials.

vi) Ju-Jitsu gi Control: Lists per weight category - Writing materials – Adhesive tape to cover if necessary not acceptable markings.

vii) Printed materials:

- a) invitations - entry forms - registration forms for accommodation, arrival, departure, training hours, food, tickets.
- b) program – posters - diplomas
- c) contest system lists - weigh-in lists - forms for the draw - contests' order - result sheets.
- d) lists for the order of the referees officiating.
- e) control cards/pass and Back Identification generally black on white 30 cm x 40 cm.
- f) summons for participation in doping control and in gender control (where applicable)
- g) record of urine test and record for gender control (where applicable)

viii) Medals, Cups, Plaques: a) medals per weight category (Fighting and Ne-Waza) and per Duo category; b) 3 cups of different size for the 1st -2nd and 3rd country; c) 2 plaques for the best athlete and for the best coach.

ix) Areas and Rooms:

- a) competition venue with detached interior, large enough for 3-4 competition areas and the necessary installation,
- b) warming-up room with ca. 200 m² tatami surface and training opportunities for all competitors,
- c) recreation room for JJIF Executive Committee,
- d) recreation room for Referees and JJIF Commissions,

- e) dressing rooms capable of being locked, for the competitors, with toilets and showers (massage facilities if possible),
- f) rooms for anti-doping control and gender control (two separate rooms, one for men, and one for women),
- g) room for medical treatment,
- h) installation of a Press center with the necessary facilities (telex, telephone, typewriters, fax),
- i) conference room for 30 persons (used also for press conferences),
- j) lunch-rooms for participants with separate section for the Executive Board, the Officials, the JJIF Guests and the Referees,
- k) room for the Organizing Committee,
- l) Office for the JJIF Executive Board (President, General Secretary and Treasurer of the JJIF, equipped with printers and internet connection,
- m) a secretariat room (equipped with computers, printers, copy machines with sorters, telephone, fax, high speed internet access),
- n) rooms for non-official weigh-in at the competition site,
- o) room for the Organizing Committee at the hotel,
- p) rooms for the official weigh-in at the hotel and at the competition hall (two separate rooms for men and women), for the separate days,
- q) room for draw with a capacity of minimum 40-50 individuals,
- r) room for the control of the entries,
- s) room for the JJIF General Assembly, approx. 75-90 individuals
- t) 2-3 rooms for JJIF Committees meetings in the hotel.

x) JJIF officials:

- 11 JJIF Board
- 1 other Refereeing Commission member
- 2 JJIF IT specialists

The necessary number of JJIF Referees for Men/Women World Championships, depending on the number of mats and participants (15-18 JJIF Referees for the World Games, Combat Games and other Multi-Sport Events)

xi) Medical Personnel: One doctor per mat and two medical assistants; two doctors for anti-doping control and gender control (where applicable); sufficient medical personnel to attend to the official participants at the competition venue and at the hotel

d) Table Staff for each competition area

- 1 speaker (English and official language of the organizing country)
- 1 administrator
- 1 recorder
- 1 timekeeper for contest time
- 1 timekeeper for osae-komi time
- 1 assistant for the Refereeing Commission (Table Referee)
- Security staff as required

e) 1 Central Speaker

f) Ceremonies

- 1 person responsible for ceremonies and protocol questions
- 5 assistants for the awards ceremony
- 5 assistants for the opening and closing ceremonies

g) Internal Organization

- 1 Head of the Organizing Office
- 1 Head of the Information and Reception Office
- 1 person responsible for accommodation and food

- 1 person responsible for training
- 1 person responsible for transport
- 1 person responsible for office supplies
- 1 person responsible for Public Relations
- 1 person responsible for materials and equipment
- 1 person responsible for the secretariat
- 1 person responsible for the weigh-in
- 1 person responsible for the draw
- 1 person responsible for the control of the competitors
- 10 assistants for control of citizenship, entries, distribution of identity cards, control of flags and anthems.

h) Equipment Requirements

- 4 competition areas for the (quality of the tatamis must be approved by the JJF)
- 200 m² warm-up area in a separate room
- 1 "stand by" area allowing the 'checked' competitors to wait before their contest and to see the competition
- 1 complete equipment with electronic scoreboards for each competition area
- 1 central table with 8-10 chairs for the JJIF Officials
- 1 table for the direction of the Event with 6 chairs (JJIF Sports Director, JJIF Referee Director, local Competition Manager, IT staff)
- 1 table per competition area with 4-6 chairs for the table staff
- 1 microphone per table
- 1 gong per competition area with different sounds
- 1 stopwatch per competition area
- 3 screens with the order of the fights (1 in the warm-up area, 1 by the athletes' entry to the competition hall, 1 in a different location, easily accessible to the athletes and coaches)
- 1 table and 2 chairs for the competition area doctor (per competition area)
- 2 chairs for the competitors' coaches (per competition area)
- 4-6 chairs per competition area for the referees
- 1 central microphone
- sufficient cloakrooms must be available in the weigh-in rooms, the warming-up room and the training rooms
- portable boards bearing the names of the participating countries
- national flags of the participating countries with flag-staffs
- national anthems (short version) of the participating countries
- flags of participating countries for the awards ceremony
- site for the awards ceremony
- platform for the awards ceremony
- 3 JJIF flags, 2 SportAccord flags, 2 IWGA flags
- national flag of the host country
- sewing machines or thermal transfer machines for applying the athletes' back identification

i) Information Concerning Conditions and Quality of Equipment

- 1) Any equipment needed for the organizing of the competition must be controlled and approved by the delegated official of the JJIF.
- 2) The competition venue shall be equipped in such a way that there are optimum conditions for the competitors, referees, table staff, officials and spectators.
- 3) Press, TV and photo-reporters must not hinder the competitions.
- 4) The competition venue should have a seating capacity for 1.000 to 3.000 spectators.
- 5) Provision shall be made for even lighting of the competition area. Lighting must be directed on the area from the top above. The lowest permissible lighting level is 1.500 lux (1800 lux is the best level).

j) Training rooms

- 1) The number of training rooms shall correspond to the number of competitors. The training rooms and training hours shall be assigned to the participating National Federations in a way that equal treatment is ensured.
- 2) The training rooms shall be equipped corresponding to the required standard. Individual training for all participating national federations must be guaranteed. A training surface of 60 m² will be accepted as a minimum.
- 3) Dressing rooms, showers and weighing scales shall be available at the training site.

k) Information and Reception Office

One Information and Reception Office shall be set up at the central hotel and one information office at the competition venue. From there, all information will be forwarded to the participating national federations.

The office is responsible for:

- 1) receiving all participants on arrival and for their departure;
- 2) allocation of hotel rooms;
- 3) assistance in ordering meals;
- 4) assistance in transport (local and airport/train station transfer);
- 5) supplying of information of all kind;
- 6) reservation of training hours;
- 7) assistance in cultural and tourist matters.

l) Entry and Citizenship Control

These controls should not take more than two hours. Rooms and working conditions must correspond to the number of entries and should include as a minimum a large table for administrative work, a printer, a copying machines, working Wi-Fi.

m) Press center

Size and equipment of the Press center shall correspond to the number of accreditations.

- 1) Telephones lines allowing Internet access as well as high speed Internet connections
- 2) Copy machines

n) General Assembly

The General Assembly hall shall be of representative character and contain at a minimum:

- 1) 1 table for the JJIF Board;
- 2) 1 table and chairs for the JJIF Honorary Members and the JJIF Guests;
- 3) 1 central microphone for the President;
- 4) 2 microphones for the delegates of the General Assembly;
- 5) 60-80 seats and corresponding working conditions for the participants in the General Assembly;
- 6) Nameplates for the JJIF Board members and the JJIF Honorary Members;
- 7) Nameplates for the participating countries;
- 8) JJIF flags, SportAccord flags, IWGA flags and the national flag of the organizing country;
- 9) water, coffee, soft drinks;
- 10) if necessary, 1 voting box;
- 11) if necessary, ballots.